

What do I need before I can Catalog?




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From preferences the user must choose the Source Required Data page. From here the user can type in all the user names and passwords for each source that they wish to catalog into.

Broadsword
Cataloging

Which IPL should I send my products to?



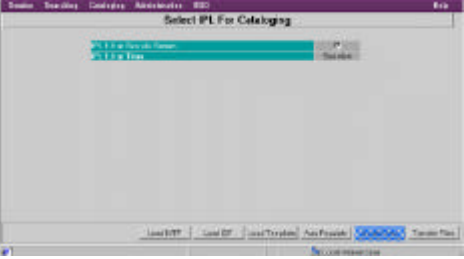

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After choosing the cataloging option on the top banner of the Broadsword interface the user will first chose Catalog New Product. The above slide provides a list of the available IPL's where the user can catalog their products.

NOTE: The See Alert message lets the user know that they currently do not have permission to catalog to the IPL's listed. To get permission they need to enter the correct username and pass word as stated on the previous page.

Broadsword
Cataloging

How do I catalog a new Product ?

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The user has the ability to enter manually all information from this screen. By clicking on the **Modify Data** button, which is highlighted in blue, meta-data may be added, modified, or simply verified. To simplify the production process, meta-data has been split into ten tables. Each link (the blue, underlined text on the far right) represents an instance of a record. In this example, there is one Product Record.

Modify Meta-Data continued

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As noted, any table with an asterisk next to it has mandatory data. In order for a product to be successfully submitted, there must be at least one record of this type, and each of the records must have all mandatory data filled in. For example, the Image table has at least one mandatory field. This field must be used for the producer to be processed.

How would I modify a New Record?



Clicking on one of these links will bring up a page describing this attribute. In particular, it will provide a mapping for this Broadsword element in the IPL schema.

This symbol indicates a mandatory field (as determined by the site).

This is the page is an example of adding a new record using Keyword. Each table has exclusive elements, the file number associated with this meta-data, and an image number when required.

Keyword modification Continued

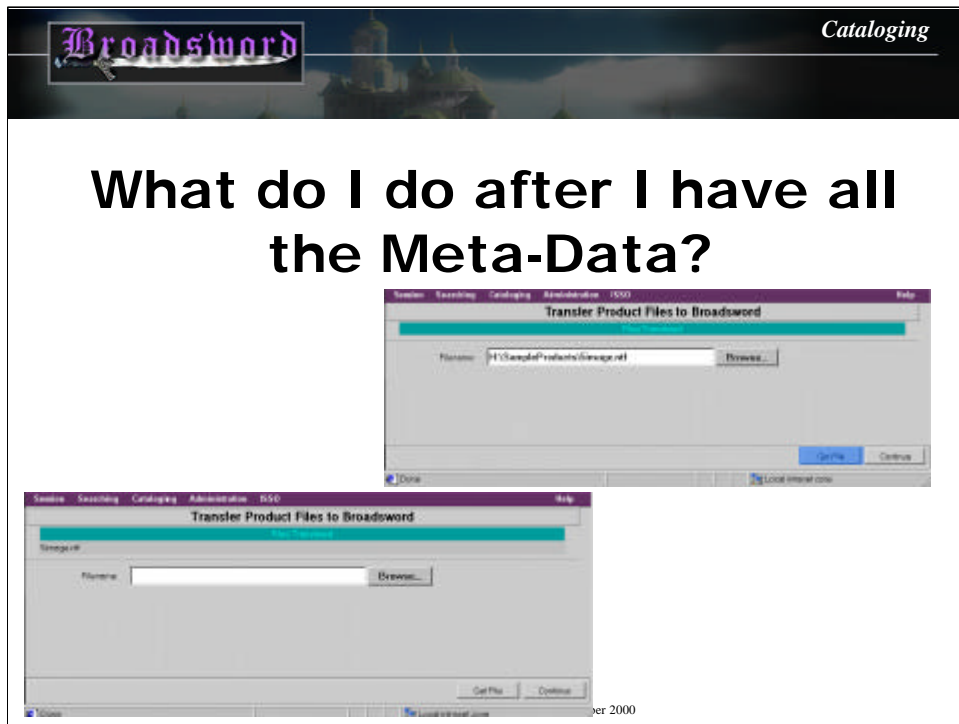


Once all of the meta-data has been specified, click the **Transfer Files** button to continue.

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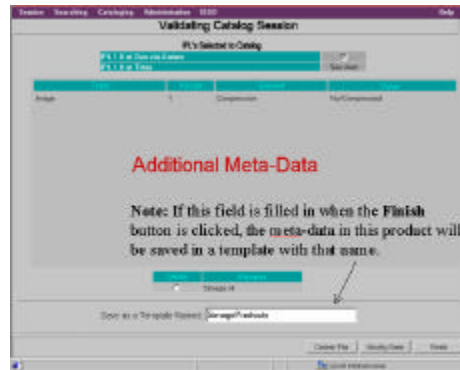
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In this example, the user has added the Keyword Record.
Note: There is now an entry on the Modify Meta-Data page for Keyword Record # 1. The Broadsword interface supports up to 99 records of each table in a single product.



To transfer files from the Broadsword interface to the IPL the user must click on the Transfer File button. After clicking on the Transfer File button, the user will be presented with the screen in the upper right. The user can now add to the list of files in this product by typing in the file name and clicking the Get File button. Once all the files have been fetched, click the Continue button.

How do I finally send a product?



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After the user clicks the continue button on the Transfer Files page, he or she will be presented with the Validating Catalog Session page. At this point the user may either remove files from this product, go back and change some of the meta-data, or finish the product.

How do I know if my Products have been sent?



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After clicking the Finish Button on the Validating Catalog Session page, the Broadsword interface will transfer the product to the selected systems.
NOTE: This does not mean that the product has been successfully cataloged it only means that the product has been successfully sent to the IPL. For more information see Catalog Status.

How do I know If I successfully cataloged a product?

The screenshot shows the 'Catalog Status Reports' page in the Blackboard LMS. At the top, there are navigation tabs: Home, Teaching, Content, Administration, Tools, and Help. The main heading is 'Catalog Status Reports'. Below it is a summary table showing counts for various statuses.

Status	Count	%	Pending	Expired
Total	0	0%	0	0

Below the table, there is a section titled 'COURSE INFORMATION' with details for course ID '2006SP01A-00000000000000000000' and title 'PHYSICS FOR ALL STUDENTS'.

Under 'COURSE INFORMATION', there is a table with columns 'Name' and 'Status':

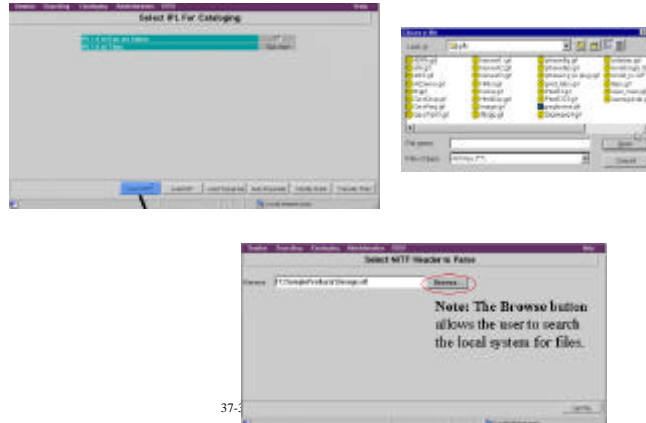
Name	Status
Catalog Item Record Template for PH courses - Product template - 11/08/02 11:09 AM	
WebCT Prerequisite Component Manager Product template and form	
Course Data	08/07/14/02/01
Database id	000001/04/02/01

At the bottom right, there are two buttons: 'Cancel View Report' and 'Cancel All'.

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The purpose of the Catalog Status Screen is to allow the user to check the status of the products that were transferred (cataloged) into an IPL. In the example above, the product was transferred and archived successfully.

Do I really have to go through all that to Catalog?

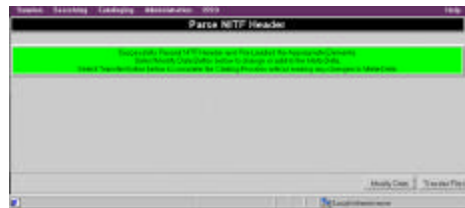


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One way to speed up production is to pre-fill meta-data. If cataloging a NITF product the user may parse the information in the NITF header to pre-fill the product data. To use this method, click on the Load NITF button. If the User knows the location he can type it in the File Name box or, hit the browse and choose the location where the information will be placed.

NOTE: To use the NITF option the Imagery you are cataloging must be in a NITF format.

What is the Load NITF option? Cont..



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After clicking on the get file button the system will parse the NITF imagery file. If successful, the user will then be able to continue cataloging the product. If the user clicks the Modify Data button he or she will be able to further modify the imagery they want sent to the IPL.

What is the Load NITF option? Cont..

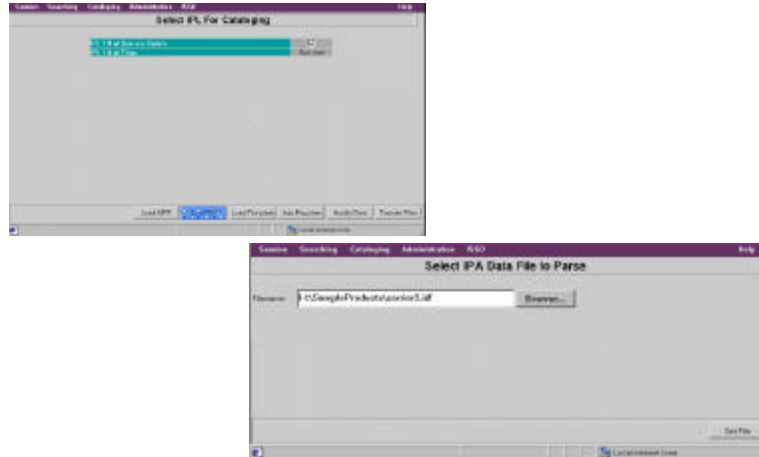


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When the user modifies the meta-data using the NITF format much of the meta-data information is already provided for the user. Thus using the NITF format, and other formats supported by the Broadsword interface, will increase your production output and save the user time.

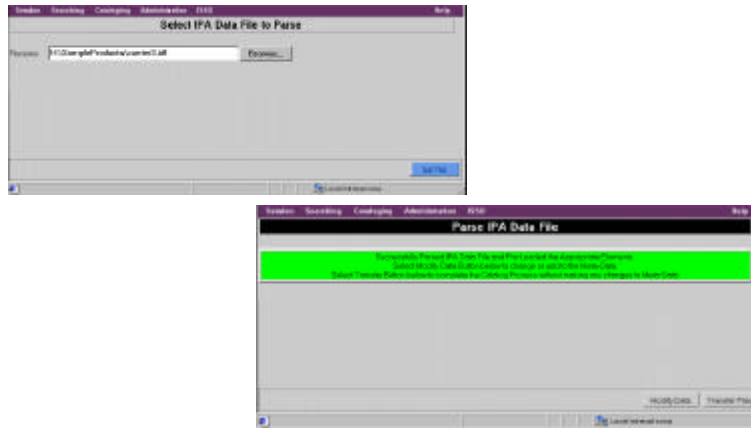
What is the Load IDF option?



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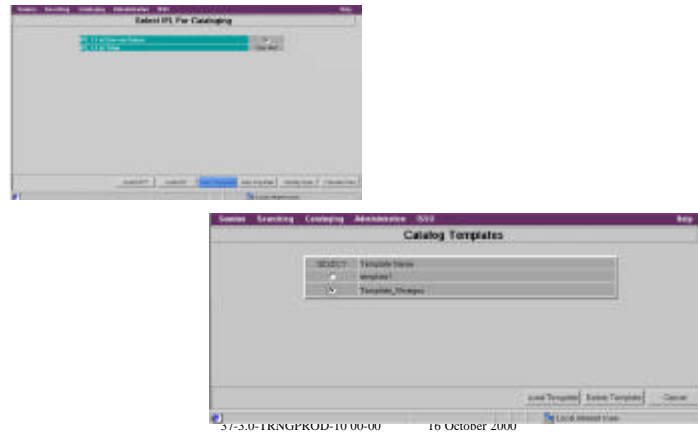
Another way to expedite production is to use the IPL Data File (IDF). This essentially allows the user to take a product in one IPL as a starting point for the production in to another. This function helps the user catalog products much faster just like using the NITF option for imagery products.

What is the Load IDF option Cont..



After clicking on the get file button the system will parse the IDF. If the user clicks the Modify Data button he or she will be able to further modify the data they want sent to the IPL.

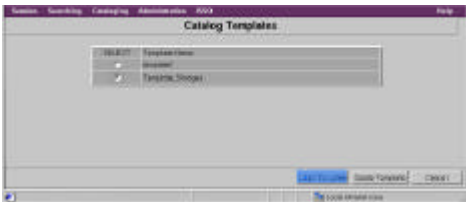

What is the Load Templates option?



The Broadsword interface also supports the creation of Templates. While cataloging a product the user is given the option to create a template. This will save the current products meta-data. Clicking the Load Template button lists templates to choose from.

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Load Templates option Cont...

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The user may load or delete a template from this page. Selecting a template and clicking the Load Template button loads the meta-data from the template and brings the user to the Modify Meta-Data page.

What is the Load Last Saved Option?



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The Load Last Saved option allows the user to recall the most recently cataloged products meta-data. This meta-data may now be modified or reviewed before cataloging a new product. **NOTE:** The product must have been cataloged in this session.